APPENDIX A: Report Types

Online PMP Reporting Functions

Online PMP offers several reporting functions to assist you in meeting your agency's PMP responsibilities. To access the reports function, you must first select a report type, and then choose the fiscal year. The chart below is designed to aid your selection of the appropriate data.

The following users are able to access the *Reports* function in PMP:
- Human Resource Advisors (agency-specific information only);
- Agency Directors (agency-specific information only);
- Deputy Mayors (all agencies); and
- DCOP Performance Management Unit (all agencies).

REPORT TYPE	PROVIDES THE FOLLOWING INFORMATION:
Reports on Performance Plans	
Performance Plan - Submission Summary	By agency: • Total # of PMP employees • Total # and % of Plans submitted
Performance Plan – Responsibility Center Detail	By agency and responsibility center: • Employee first and last name • Employee job title and grade • Date Performance Plan first approved
Performance Plan – Position Type Detail	By agency position type (ex: "analyst in the Department of Health") • Employee first and last name • Employee job title and grade • Date Performance Plan first approved • Subtotals for position type
Performance Plan – Detail (Alphabetical)*	By agency: • Employee first and last name, alpha order • Employee job title and grade
Performance Plan – Approval Date Detail*	By agency: • Employee first and last name • Position job title and grade • Date of first Performance Plan Approval • Date of most recent Performance Plan modification

Reports on Performance Evaluations	
Performance Evaluation – Submission Summary	By agency: • Total # of PMP employees • Total # and % of Evaluations submitted
Performance Evaluation – Responsibility Center Detail	By agency and responsibility center: • Employee first and last name • Employee job title and grade • Date annual Evaluation approved: *if this space appears blank with a dash " – " it indicates that no evaluation has been submitted*
Performance Evaluation – Position Type Detail	By agency position type (ex: "analyst in the Department of Health"): • Employee first and last name • Employee job title and grade • Date Evaluation approved: *if this space appears blank with a dash " – " it indicates that no evaluation has been submitted* • Subtotals by position type
Performance Evaluation – Detail (Alphabetical)*	By agency: • Employee first and last name, alpha order • Employee job title and grade • Date evaluation approved: *if this space appears blank with a dash " – " it indicates that no evaluation has been submitted*
Performance Evaluation – Rating Summary	By agency: • Total # and % of ratings recorded, for each number of the scale: 1 –5 • Total number of ratings • Average rating
General PMP Reports	
PMP Summary	By agency: • # of PMP employees • # and % of Plans submitted • # and % of approved Evaluations submitted
Rating Detail	By agency and responsibility center: • *Employee first and last name* • Employee job title and grade • Annual Evaluation date • *Annual Evaluation rating*

Basic Submission Detail	By agency and responsibility center: • Employee first and last name • Employee job title and grade • *Date of annual Performance Plan* • *Date of annual Performance Evaluation*
PMP Participation Overview	By agency: • Total # of PMP employees for current and past, most recent fiscal year • # and % of Performance Plans submitted for current fiscal year • # and % of Performance Plans submitted by Nov. 27th deadline • # and % of annual Evaluations for most recent fiscal year submitted • # and % of annual Evaluations submitted by Nov. 7th deadline
Submission Detail Report – Optional Evaluations	By agency and position type: • Employee first and last name • Employee job title and grade • Date of Mid-year Evaluation • Date of Self-Evaluation • Date of Annual Evaluation • Subtotal # of employees by position type
PMP Structure Information	By agency: • Shows reporting relationship
Alphabetical Employee List	Employee first and last name (agency code in parenthesis)

* Reports expected in late October